

Job Description

Position Name	Deputy/ Asst. Manager – Proposal Development
Reports to	Sr. Manager Resource Development (RD) Support
Location	Mumbai Office

About Habitat for Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability, and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The Deputy/Asst. Manager – Proposal Development role provide comprehensive support to the Fundraising team to develop and manage donor proposals in coordination with cross-functional teams. To ensure accurate information collation and cost recovery in every submission.

KEY RESPONSIBILITIES

- **Proposal Development: Qualitative:** Coordinate with India and Area Office Programs for developing detailed CNS/ proposals for Indian as well as Global donors, Technical, and MEAL teams for developing detailed concept notes/proposals, conduct desk research to gather secondary information write and customize proposals, develop budgets, and support Fundraising team in donor due diligence.
- **Proposal Development: Quantitative:** Ensure timely dissemination and achievement of proposal development targets, conduct quarterly exposure visits to project locations, and participate in donor meetings as required.
- **Departmental and Organizational Activities:** Assist in development of Power Point presentations for donors, coordinate donor documentation (MoU, letters, budget revisions), and assist with organizational campaigns and events.
- **MIS & Reports (Internal):** Provide inputs for CFR pipeline reports, maintain, and analyze the proposal repository, and support other RD department reports.

KNOWLEDGE, EXPERIENCE & SKILLS

- Bachelor's Degree or equivalent in professional experience and qualifications, Master's Degree Preferred.

TECHNICAL SKILLS

- Proposal writing for various segments and mediums.
- Knowledge of CSR guidelines and framework
- Proficiency in English language
- Excellent writing and budget skills
- Excellent PC skills
- Proficiency with Microsoft software tools like MS Word, Excel, PowerPoint, and SharePoint

BEHAVIOURAL SKILLS

- Positive attitude, strong interpersonal skills
- Proactive approach
- Ability to work under limited supervision.
- Ability to function professionally under tight deadlines.
- Ability to work with a diverse range of individuals.

OVERALL WORK EXPERIENCE:

- Minimum 3-5 years of experience in proposal writing for various segments and mediums, with added advantage of dealing with FOIs.
- Knowledge of CSR guidelines, proficiency in English, excellent writing, budgeting, PC skills, and Microsoft software skills
- Positive attitude and strong interpersonal skills; proactive approach with ability to work under limited supervision and tight deadlines; demonstrated ability to collaborate with diverse individuals.

KEY INTERACTIONS

- Internal & External Stakeholders - Programs, Technical, MEAL, Finance, Area Office to steer development of CNS/ proposals as per SOP, and templates.

ACTIVE SUPPORT OF HFHI VALUES:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission."

SAFEGUARDING

HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

CANDIDATE PREFERENCE: Experience in NGO

LOCATION: Andheri (Marol)

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line “APP: Deputy/ Asst. Manager – Proposal Development _ Last Name, First Name”.